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UNITED STATES DEPARTMENT OF AGRICULTURE

Federal Extension Service

Washington, D. C.

MEETING OF FES AND ARS TO DISCUSS WORK WITH

RMA ADVISORY COMMITTEES IN 1956-57

August 17, 1956

Present: J. R. Allgyer, ARS Thomas E. Hall, FES H. S. Pringle, FES
C. E. Bell, Jr., FES Max K. Hinds, FES John Saunders, FES
Lloyd Davis, FES Barnard Joy, ARS Frances Scudder, FES
L. C. Gibbs, FES S. P. Lyle, FES Ray Scott, FES
Robert Gilden, FES Roy Magruder, ARS Evelyn Spindler, FES
Marshall Goss, ARS Homer Porteus, FES Robert Stevenson, ARS

Dr. Joy expressed his thanks to Extension Service for the use of Room 6026 and informed those present that ARS now has a conference room in which all Advisory Committee meetings will be held. It is Room 3111.

Dr. Joy asked for any questions or problems which the group would like discussed.

In answer to a question raised regarding proposals for Extension production work, Dr. Joy stated that his understanding is that as far as production is concerned, Extension will not be responsible for bringing these proposals before the committees. He said that the committees are particularly interested in the problems specialists run into in the field on which research should be conducted.

The point was raised concerning the part of utilization in the Advisory Committee meetings. When it fits into their travel schedule, the utilization specialists may attend. Dr. Joy expressed the opinion that utilization should be presented in its regular setting - that of AMA and that it should be discussed at that place on the program where extension marketing work is scheduled.

The procedure for presenting proposals was discussed. There are two possible approaches. One, the needs for research could be discussed with research workers responsible for the various areas of work or, two, the proposals could be taken direct to the working group committee. It has been the general feeling that the best way is to work with counterparts in research and have them submit the proposals to the working group.

Because some of the work of the USDA and that of the State departments of agriculture merges 100%, it has been suggested that they follow each other on the program agenda. Dr. Joy asked if there were any objections to this procedure. There was some discussion regarding the fact that being placed at the end of the program often gave Extension only the last 5 minutes or so and, therefore, not a sufficient amount of time. However, it was felt by most of those present that the committees had been run very well the last couple of years and that this was not as great a problem as it had been in the past. Furthermore, Dr. Joy pointed out that this arrangement did not necessarily mean Extension would be placed on the program of the last day.

There is a feeling in Extension that we need to give the committees a broader idea of the Extension program. Mr. Kepner presented this last year and set the AMA work into its proper setting. Extension will try to do this again during 1956-57 whenever sufficient time is available at committee meetings. Dr. Joy recommended that where possible a representative of the Administrator's office spend five or ten minutes going over the whole program.

Dr. Joy pointed out that it would be more convenient for that person if the committee's executive secretary set a specific time on the program for this presentation and adhered to it.

A question was raised as to the policy of attendance at the committee meetings by members of the working groups. The policy is that everyone who receives an agenda of the committee meeting is eligible to attend. The agenda goes to Administrators, Division Directors, Branch Chiefs, and working group members. It was also pointed out that if someone felt a question might come up at the meeting which could best be answered by someone in their organization who had not received a copy of the agenda, they may bring that person along.

Dr. Joy then brought out that those people making presentations of their total program have been encouraged to use visual aids if appropriate and if at all possible. They are also being requested to hold it to as short a time as possible - 5 or 10 minutes. A projector, blackboard, and stands for charts will be available. There will also be a place for putting publications on display, so that rather than distribute one to each person present at the meeting, they will be requested to take one on the way out, if interested.

Then Dr. Joy and the group went over the memorandum of June 25 on preparation of progress reports and plans for 1956-57. On page three Dr. Joy called attention to item b under number 4, second paragraph. He stated that last year's progress reports were about what the committees wanted from the standpoint of length and detail. They are still too long, but when the sections are taken individually, they see no way to shorten them. It is hoped that the progress report will cover things that were not reported last year.

Attention was then called to the second paragraph on page 4 concerning proposals. Extension's proposals last year were satisfactory from the committees' standpoint. He asked if they were satisfactory from the group's point of view.

Those present were of the general feeling that the proposals should be "pin-pointed," and stated in such a way as to encourage suggestions from the advisory committees. Dr. Joy stated that probably the best way to handle this would be to state the proposal - expand work in a certain area - and then, with particular emphasis to - and list them.

It was pointed out that this year there will possibly be more new members on the advisory committees than there have been for some time. Therefore, we cannot assume that they will know what went on last year.

There was a discussion of the expanded work of FAS. This has been reflected in Extension's requests from the States. FAS has been asked to do a more complete reporting job at the committee meetings. This will come under

"marketing, service, and education." Dr. Joy pointed out that previously we have taken the attitude that foreign countries should accept our exports by our standards -- no attention has been paid to the wants of the foreign consumer. Now FAS is making studies along this line.

Dr. Joy then called attention to item 6 on page 4 of the memorandum. It is new this year. It gives details on how to submit material.

Page 5 - Any items for the agenda are to be presented at the first working group meeting. Nothing new on pages 6-10.

On page 11, e and f have been added and are new items but not new procedures. Dr. Joy particularly called attention to "e" as far as progress reports are concerned.

Regarding the number of progress reports needed, it was decided that requests would be sent to Dr. Scott and he in turn would correlate these into one memorandum to Dr. Joy. These reports can be made available to FES field personnel but not to State extension or research personnel.

Several changes have been made in the time of working group and committee meetings on page 12. They are as follows:

<u>COMMITTEE</u>	<u>COMMITTEE MEETING</u>	<u>1st WORKING GROUP MEETING</u>
Dairy	12/10-13/56 instead of 10/10-13/56	
Farm and Home Equipment Structures	Auburn, Alabama - 2/26-3/1/57 instead of 2/27-3/1/57	
Livestock	3/6-3/8/57 instead of 3/4-6/57	
Seed	3/4-3/7/57 instead of 3/4-6/57	
Soils, Water, and Fertilizer	1/28-1/30/57 instead of 1/28-30/56	11/19/56 instead of 11/13/56

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